



FIRST THINGS FIRST

Ready for School. Set for Life.

ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD

NORTH PHOENIX REGIONAL PARTNERSHIP COUNCIL

1. CALL TO ORDER: The special meeting of the First Things First North Phoenix Regional Partnership Council; Arizona Early Childhood Development and Health Board was held on Thursday, December 2, 2010 in the 8th floor conference room at the First Things First offices, 4000 North Central Avenue, Suite 800, Phoenix, Arizona 85022.

Chair Jenna Goad called the meeting to order at 12:18 pm.

Members Present by Phone: Cindy Hallman, Business Member; Jenna Goad-Chair and Parent Member; Mary Myers, At Large Member; Bill Adams, School Administrator Member; James Emch, At Large Member; Barbara Nicol, At Large Member

Members Not Present: Mindy Zapata, Child Care Provider; Sally Downing, Vice Chair and Education Member; Connie Robinson, Philanthropy Member; Willette Watts, Faith Based Member.

Quorum: Established.

Staff Present: Tracey Craig, Interim Regional Coordinator and Greater Phoenix/Yavapai Regional Manager; Briggetta Hawks, Administrative Assistant; Diane Ulmstead, Community Outreach Manager; Michelle Katona, Assistant Director Regional Councils.

4. HIRING PROCESS FOR COMMUNICATIONS LIAISON POSITION: In the interest of time, Chair Goad started with item number four (4) and advised since the last Council meeting, two resignations were received from Regional Coordinator Brenda Tomlin; and Community Outreach Liaison ShaRon Rea. Chair Goad reminded the Council that originally the North Phoenix Council was going to share a part-time Community Outreach Liaison position with one of the Maricopa Councils and the final decision of the Council was to hire a full-time Outreach Liaison for the North Phoenix Region. Member Connie Robinson participated in the review process of the applicants for the Community Outreach Liaison; and a recommendation was presented to the Council based on the review. Chair Goad advised that she requested from Staff copies of job descriptions for both vacant positions which were sent to the Council in an email prior to the meeting. Chair Goad requested that the Council consider if they would like to continue funding the position full-time or change the position to half time.

Interim Coordinator and Regional Manager Tracey Craig explained that the general timeline for the hiring process of a new position when not in a holiday season is about four (4) weeks and went through the following process:

- Week 1: Post the position and look at a first review of resumes.
- Week 2: Review Resumes, look at any edits that may have to happen to the interview questions. Set up a schedule for a presentation or writing sample if needed, schedule the calendar with the interviewing panelists which will include Communications, and Regional Staff.
- Week 3: Conduct interviews and determine if a second tier of interviews needs to take place, make the recommendations for hire, conduct the internal approval, and contact references, and make the offer.
- Week 4: Acceptance week where the chosen candidate accepts the offer and gives a start date of two to three weeks thereafter if employed.

Tracey explained that due to the holiday season, there may be some variances in the schedule provided due to the availability of individuals contacted for a professional reference on candidates as well as individuals slowing down their job searches during the holidays. Tracey then advised the Council that Diane Ulmstead was available to expand on any of the hiring process.

Diane introduced herself and advised that she recently transitioned from the Southeast area Regional Manager. Diane informed the Council that a recommendation for the Community Outreach Liaison and the Regional Coordinator can be made by the Council if they have anyone in mind that may have the skill, aptitude, drive, and fit to perform the duties based on the positions being uncovered. Ms. Ulmstead also let the Council know that this position will not be posted until the wishes of the Council are known on whether to fund this position full-time or half-time; and whether or not the Council would like to hire the Coordinator position to help in the process of hiring the Community Outreach Liaison position; or hire the two positions simultaneously. Diane informed the Council that they would be an integral part of the hiring process in which ever way they would like to participate. Diane would like to see at least one member of the Council participate in the interview panel once candidates are identified and/or assist in identifying candidates. Question was called on how the Council would like to proceed; would the Council like to hire the Coordinator first or the Coordinator and Liaison positions simultaneously and would the Council like to continue with a full-time Liaison?

Member Myers: Would like to look at hiring both positions as soon as possible and simultaneously since the process takes so long.

Chair Goad: Wonders if it would be traditional for the Regional Coordinator to provide input in the hiring of the Liaison. Outreach Manager Ulmstead advised that usually the Regional Coordinator would be a part of the process, but the Regional Manager can be designated. Diane advised that she is looking for guidance from the Council on what their preferences are.

Member Myers: Volunteered as a member to sit in on interviews with Tracey as the interim Regional Coordinator and the Greater Phoenix/Yavapai Regional Manager. Member Myers also addressed the question of whether or not the Liaison position should be part-time or full-time. Member Myers feels that the North Phoenix is such a large Region and large allocation of funds that a full-time person would be preferred.

Member Hallman: Agreed with Member Myers in that a full-time position is needed for the Region.

Member Adams: Believes that the Liaison should be a full-time position. Member Adams also expressed that he would like to see the Liaison report directly to the Coordinator, and that the Council should know what exactly the Liaison position does. Mr. Adams feels that there is a lot of opportunity with this position. The Community Outreach Liaison is the voice and ears in the community and should be attending each of the Council meetings.

Assistant Director of Regional Councils, Michelle Katona clarified that the Community Outreach Liaison is 100% the eyes, voice, ears, etc. for the North Phoenix Council and should be attending all of the meetings and taking strategic direction on outreach in the Region from the Council. Michelle also clarified that the Community Outreach Liaison position is directly supervised by Diane Ulmstead in the Communications Department, that supervisory of the Community Outreach Liaison was a strategic alignment with the statewide communications plan and the key principles of First Things First. Michelle indicated that she does not know why the supervision of the Community Outreach Liaison would be an issue.

Member Adams: Mr. Adams understood that when the Council initially agreed on the Community Outreach Liaison position that the Liaison would report to the Council and did not have anything to do with Communications. Mr. Adams expressed concern about the budget and asked if the funds for the position are coming out of the North Phoenix budget. Mr. Adams also asked if the North Phoenix Region is paying Communications for the position. Mr. Adams does not feel that there is a clear understanding of how the position is being paid for.

Michelle Katona apologized if what the Council was voting on in reference to the communication plan was not clear. Michelle explained that Regional Councils were looking at three (3) major components:

1. Media which went to Moses Anshell as a contract.
2. Community Outreach for one hundred thousand dollars (\$100,000.00) which covers salaries and travel – this seems to be coming in lower than initial estimates.
3. Purchasing of collateral materials, leave behinds, and participation in events.

Michelle advised that the Council is not paying communications for this position and that communications is a First Things First directed strategy which means no request for grant applications or inter-governmental agreements will go out. An Outreach Liaison has been hired, and the funds are being provided by the Regional Council and the position is shown on the organizational chart as being part of communications.

Member Adams would like to make sure that if someone is hired for the position that they are part of the North Phoenix Family and someone from a different division cannot come in and assign other tasks to the Outreach Liaison without Council approval.

Chair Goad indicated that she was not aware that this position does not report to the Regional Coordinator. Chair Goad feels that it makes sense that the Regional Coordinator would coordinate all the activities on behalf of the Region. Chair Goad can see the importance to tie in with Communications so that there is consistent messaging, but Jenna is not sure that it needs to be formalized in the reporting structure. Chair Goad indicated that she would like to wait until the Coordinator is hired to help in the hiring process of the Community Outreach Liaison and to give input. Jenna feels that the two positions will have to work together closely regardless of the supervisory role.

Michelle Katona advised the Council that there is not flexibility at this time of where the Community Outreach Liaison reports. Michelle thanked Member Adams for his feedback and expressed that a close eye will need to be kept to ensure that the Liaison is not providing support other than to the North Phoenix Region. Michelle also mentioned that there needs to be a strong connection, "part of the family" between the Coordinator, Outreach Liaison, and the Regional Council to ensure that the Regional Council is providing the strategic direction and how the Community Liaison is actively engaging in the Region.

Briggetta Hawks, Administrative assistant did a roll call with the following members present by phone: Jenna Goad, James Emch, Cindy Hallman, Barbara Nicol, and Bill Adams. Quorum was still present.

Member Myers: Commented that in addition to Member Adam's feedback, The Council should not lose sight of the bigger picture as far as the Liaison tying in with First Things First; and what is going on at the statewide level.

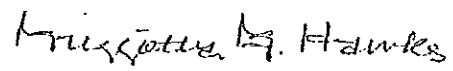
Interim Regional Coordinator/Regional Manager Tracey Craig asked the Council if they would like the Community Outreach Liaison full-time or part-time and if the Council would like to have the two positions advertised together or if they would like to have the Regional Coordinator hired first. The consensus of the Council was to have the position full-time, and to hire the Regional Coordinator first so that the Coordinator has input in the hiring of the Outreach Liaison.

Diane Ulmstead: Advised the Council that she is the supervisor and will take care of any personnel issues should any arise; and help with the bigger picture that includes aligning the communications plan, messaging, and problem solving. The Liaison works very closely with the Regional Coordinator and the Regional Council.

Chair Jenna Goad thanked the Council for their participation and advised that the remaining items on the agenda to include request for Council participation can be done via email.

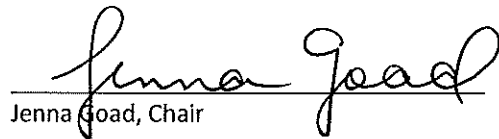
9. ADJOURNMENT: Member Mary Myers moved to adjourn the special meeting, second by Member Barbara Nicol, all in favor, no discussion; motion carried. Council Adjourned at 12:53 pm.

RESPECTFULLY SUBMITTED




Briggetta Hawks, Administrative Assistant

COUNCIL APPROVAL


Jenna Goad, Chair

APPROVED



Tracey K. Craig, Interim Regional Coordinator
Greater Phoenix/Yavapai Regional Manager